

# 11. Alerts and email notifications

In-platform alerts and email notifications are delivered to both meeting organisers and invitees each time a new meeting invitation is issued and when invitations are accepted or declined. Below is a list of triggers highlighting who will receive notifications when a user performs an action.

| Action                                    | In-platform alert (Inviter) | Email notification (Inviter) | In-platform alert (Invitee) | Email notification (Invitee) |
|---|-----------------------------|------------------------------|-----------------------------|------------------------------|
| Meeting invite has been sent              |                             |                              | ✓                           | ✓                            |
| Meeting invite has been accepted          | ✓                           | ✓                            |                             |                              |
| Meeting invite has been declined          | ✓                           | ✓                            |                             |                              |
| Meeting has been cancelled by the inviter |                             |                              | ✓                           | ✓                            |
| Meeting has been cancelled by the invitee | ✓                           | ✓                            |                             |                              |
| Meeting starts in 5 minutes               | ✓                           | ✓                            | ✓                           | ✓                            |
| Meeting is now                            | ✓                           | ✓                            | ✓                           | ✓                            |

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